

GUIDELINES FOR THE APPLICATION FOR REGISTRATION AS AN INSPECTOR OF WORKS

Section 10E of the Registration of Engineers Act 1967 (Revised 2015)

It is mandatory for university diploma in engineering graduate to register as Inspector of Works if he/she wants to take up employment as an Inspector of Works. An Inspector of Works is a person registered under subsection 10E of the Registration of Engineers Act (Revised 2015). This is in accordance with Section 7(2)(ab) which specified that “an Inspector of Works who is registered with the Board may, subject to Section 8, take up employment which requires him to assist the Professional Engineer in the supervision of engineering works”

Application for registration as a Inspector of Works under Section 7(2)(ab) of the Registration of Engineers Act 1967 (Revised 2015) can be done using Form A3-1 as follows :

	ITEMS	SUBMISSION REQUIREMENTS
1.	<p>A non-refundable processing fee of RM50.00 and a registration fee of RM50.00</p> <p>Optional : RM15.00 - Cost of sending certificate by courier service. If not, the certificates will be sent by regular mail.</p> <p>RM 30.00 - The yearly subscription fee for BEM publication 'The Ingenieur'</p>	<p>Applications that do not include payments will not be processed.</p> <p>Payment made payable to “Board of Engineers Malaysia” can be done by cheque / bank draft / money order / postal order.</p> <p>Payment online can also be made through M2u or CIMB Clicks or RHB.</p>
2.	<p>(i) A copy of Engineering Certificate awarded by a Malaysian Institution OR (ii) A copy of Engineering Diploma awarded by a Malaysian Institution OR (iii) A copy of Engineering Diploma awarded by Other Countries</p>	<p>Certificate/Diploma in the field of Civil or Electrical or Mechanical Engineering accredited by Malaysian Qualification Agency (MQA) or equivalent recognised by BEM. The latest List of Accredited Diploma in Engineering is available in at http://www.mqa.gov.my/MQR/ OR Diploma in Engineering accredited by professional body who is a signatory of Dublin Accord (DA).</p> <p>Certified copy of the diploma from a foreign university which is not in the English language shall be accompanied by a translation of it in English or Bahasa Malaysia.</p>
3.	<p>Copies of "Full transcript of Academic Record" with the list of subjects taken.</p>	<p>Copies must be issued by the awarding university. (Diploma holders should include a copy of the diploma and the list of subjects taken)</p>
4.	<p>Photocopy of identity card OR Permanent resident card and/or Passport for non-Malaysian</p>	<p>(i) Please cross with a remark "FOR BEM USE ONLY" (ii) Copies must be certified by a PE or PEPC</p>
5.	<p>Passport size photograph</p>	<p>A copy of passport size photograph (please write your name at the back of the photograph)</p>

PLEASE NOTE :

- (i) All documents submitted must be certified by a professional engineer registered with Board of Engineers Malaysia (state the name and registration number clearly)
- (ii) Existing Inspectors of Works may register with the Board by completing **Form A3-2**. Applicants need to complete Appendix A - Summary of Employment giving details of the projects involved and their experiences during their employment with the Engineering Consulting Practices. The Summary of Employment need to be endorsed by a Professional Engineer (PE) of the Engineering Consultancy Practices or the Employer.

For inquiries, please contact :

LEMBAGA JURUTERA MALAYSIA

Tingkat 11 Block F Ibu Pejabat JKR, Jalan Sultan Salahuddin, 50580 Kuala Lumpur

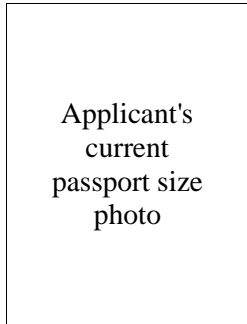
Telephone: 603-2610 7095 / 96 / 97 / 98, 03-26912090 and 03-26982413

Facsimile : 603-2692 5017

Email: registration@bem.org.my or enquiry@bem.org.my or

FORM A3-1
APPLICATION FOR REGISTRATION AS AN
INSPECTOR OF WORKS

Section 10E of the Registration of Engineers Act 1967 (Revised 2015)



(To be completed by the Applicant in BLOCK LETTERS)

SECTION A (to be filled in by All)

Name.....

Gender: *Male

Date of Birth :

*Female

Place of Birth :

Nationality : Identification Card No :

Address in Malaysia (if any) :

Tel. No. : Mobile Phone No.: Fax No. :

Postal Address (if different from above) :

E-mail Address :

Qualifications :

.....

SECTION B (to be filled in by Non-Malaysian)

Passport No. : Place of Issue :

Date of Issue : Date of Expiry :

Country of Birth : Nationality :

Address in Country of Origin :

For Non-Malaysian with Permanent Residency :

(i) I have been a Permanent Resident of Malaysia since :

(ii) Permanent Resident Identification Card No. :

* Tick (✓) where applicable

PENALTY

Section 24(a) of the Registration of Engineers Act 1967 (Revised 2015) : "Any person, sole proprietorship, partnership or body corporate who procures or attempts to procure registration or a certificate of registration under this Act be knowingly making or producing or causing to be made or produced any false or fraudulent declaration, certificate, application or representation whether in writing or otherwise, shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit, or to imprisonment for a term not exceeding three years, or to both".

APPENDIX - A

BRANCH OF ENGINEERING

Listed below are branches of engineering registered by the Board of Engineers Malaysia.

Please tick (✓) in the appropriate branch of engineering.

Example: If your academic qualification is in Civil Engineering, please tick Civil

Civil

Mechanical

Electrical

Others (*please specify*)

FORM A3-1

DECLARATION TO BE SIGNED BY THE APPLICANT

- a) I, the undersigned, apply for registration as a Inspector of Works and if I am registered, I agree to abide by :
- i. Registration of Engineers Act 1967 (Revised 2015) and The Registration of Engineers Regulations 1990 (Revised 2015) ; and
 - ii. Notifications and Circulars issued by the Board of Engineers Malaysia.
- b) I hereby authorize the Board of Engineers Malaysia to seek clarification on any information submitted in any manner and by any means as it deems fit and proper.

Date:

.....

(Signature of Applicant)

DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

- (i) Applicant to submit certified copies (by a Professional Engineer recognized by the Board of Engineers Malaysia) of the following:
 - a) Diploma scroll and official transcripts (accepted up to end of 2018)
 - b) Degree scroll and full official transcripts (if any)
 - c) Identification Card (for Malaysian)
 - d) Record of experience
 - e) Certificate of BEM approved IOW courses
 - f) Permanent Resident and/or Passport (for Non-Malaysian)
- (ii) The application shall be accompanied with a non-refundable processing fee of RM50.00 in the form of money order, postal order, bank draft, cheque or any other form as determined by the Board, made payable to the Board of Engineers Malaysia.

For Office Use Only

Start Date : Application Status :

Application Date : Current Status :

Rejection Date : Circulation Date :

Received Date : Approval Date :

Note Date : List Status :

Suffix :

APPLICATION FOR REGISTRATION AS A INSPECTOR OF WORKS

CHECKLIST A3-1

(To be submitted together with Form A3)

Tick (✓) if it is applicable and has been fulfilled. Cross (X) if it is not applicable.

	<u>Applicant</u>	<u>For Office Use</u>
1. Form A3-1 has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2. A processing fee of RM50.00 AND a registration fee of RM 50.00	<input type="checkbox"/>	<input type="checkbox"/>
* Option 1 - Courier service charge of RM 15.00 for delivery of Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>
* Option 2 - The yearly subscription fee of RM 30.00 for BEM publication 'The Ingenieur '	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of Identification Card. (Cross with remarks "FOR BEM USE ONLY").	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of Permanent Resident Card and/or Passport (Non-Malaysian) (Cross with remarks "FOR BEM USE ONLY").	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of Diploma scroll and <u>full</u> official transcripts (first year to final year).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of Degree scroll and official transcript (if any).	<input type="checkbox"/>	<input type="checkbox"/>
7. The diploma is accredited by Malaysia Qualifications Agency (MQA) or by a Professional body who is a signatory of Dublin Accord or equivalent qualification recognised by BEM.	<input type="checkbox"/>	<input type="checkbox"/>
8. Item 3, 4, 5 and 6 are certified by a Professional Engineer recognised by BEM.	<input type="checkbox"/>	<input type="checkbox"/>
9. Record of experience verified by a Professional Engineer of the same firm(s).	<input type="checkbox"/>	<input type="checkbox"/>
10. Record of BEM approved courses attended.	<input type="checkbox"/>	<input type="checkbox"/>
11. A copy of passport size photograph (<i>please write your name at the back of the photograph</i>).	<input type="checkbox"/>	<input type="checkbox"/>

Remarks :

I confirm that I have completed the above and fulfil BEM requirements.

.....
 (Signature of Applicant)

Date :

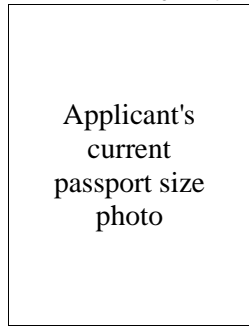
For Office Use Only

Signature of Officer-in-charge
 Board of Engineers Malaysia

.....
 Date :

FORM A3-2
APPLICATION FOR REGISTRATION AS AN
INSPECTOR OF WORKS

Section 10E of the Registration of Engineers Act 1967 (Revised 2015)



(To be completed by the Applicant in BLOCK LETTERS)

SECTION A (to be filled in by All)

Name.....

Gender: *Male

Date of Birth :

*Female

Place of Birth :

Nationality : Identification Card No. :

Address in Malaysia (if any) :

Tel. No.: Mobile Phone No.: Fax No:

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- i. The Registration of Engineers Act 1967 (Revised 2015) and The Registration of Engineers Regulations 1990 (Revised 2015) ; and
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APPENDIX A

SUMMARY OF EMPLOYMENT (Page No.)

Please detail the main duties you have performed with emphasis on the most recent years preceding your application.

Name :

Identification Card No. / Permanent Resident Card and/or Passport :

Date (month & year) Relating to Each Appointment	Company	Position	Summary of Experience	Name, position and Reg. No. under whom served

Where space provided is sufficient please attached annexed sheet

APPENDIX A

SUMMARY OF EMPLOYMENT (Page No.)

Please detail the main duties you have performed with emphasis on the most recent years preceding your application.

Name :

Identification Card No. / Permanent Resident Card and/or Passport :

Date (month & year) Relating to Each Appointment	Company	Position	Summary of Experience	Name, position and Reg. No. under whom served

I hereby declare that I have worked as an Inspector of Works since
in the field of I certify that the above information provided are to the
best of my knowledge, accurate and correct in all respects.

.....
(Signature of Applicant)

Date :

NOTE : The Summary of Employment need to be endorsed by a Professional Engineer of the Engineering Consultancy Practices or the Employer.

DECLARATION BY PROFESSIONAL ENGINEER / ENGINEER-IN-CHARGE

I,* Professional Engineer / Graduate Engineer,
Registration No. confirm herein that * Mr./Ms
Identification No.is working as an Inspector of Works in the
field of under my supervision.

I hereby confirm the following:

Current position:	
Responsibility :	
Tenure of Office	

I certify that the information provided is, to the best of my knowledge, accurate and correct in all respects.

Signature:

.....

(*Professional Engineer No. / Graduate Engineer No.)

Date:

* Delete whichever is not applicable

